

Covid-19 Daily Cleaning Action Plan - Fresh Sports Centre

Initial when serviced

					Date:			Monday	
Facility Cleaning Tasks and Entrance/Exits								Shift Start	Shift End
Top up sanitiser dispensers at Reception									
Check and empty all bins throughout									
Spray/wipe down Front Door and handles									
Spray/wipe down high-touch points ie Fridge handles, filing cabinet etc.									
Changing rooms (male/female/Fresh single toilet)						Start (M)	End (M)	Start (F)	End (F)
Hoover and mop the floors									
Clean sinks, taps, soap bottle, mirrors									
Spray/wipe Benches									
Toilet - especially toilet flush handle, door lock, door handles									
Fitness Suite								Shift Start	Shift End
Area hoovered with Henry									
Hygiene stations - cleaned and topped up inc centre feed, sprays and sanitiser									
Cardio equipment - completely cleaned from top to bottom and handles and screens are thoroughly cleaned									
Resistance machines - cleaned from top to bottom and making sure handles/adjustment handles/weight selection pins/ seat and back rest are thoroughly cleaned									
Clean all functional training equipment - KB, dumbbells, plates, barbells, mats, foam rollers, benches, strap training sets etc									
Dance Studio class set up								Shift Start	Shift End
Any mats used in class must be cleaned and antibacterial/ viral spray used									
Hoover whole floor with Henry the hoover									
Mop floor with disinfectant cleaning solution (make sure the mop head is wrung out)									
Wipe down all touch points in the room with cleaner and antibacterial/viral spray including hand rail on steps leading to studio									
Hygiene stations - cleaned and topped up inc centre feed, sprays and sanitiser - store away for next day use									
Check and empty bins									
Mirrors cleaned									
Thoroughly clean microphone pack and head mic - store away for next day use									
Sports Hall / Gymnasium class set up								Shift Start	Shift End
Any mats used in class must be cleaned and antibacterial/ viral spray used									
Hoover whole floor with Henry the hoover									
Mop floor with disinfectant cleaning solution (make sure the mop head is wrung out)									
Wipe down all touch points in the room with cleaner and antibacterial/viral spray									
Hygiene stations - cleaned and topped up inc centre feed, sprays and sanitiser - store away for next day use									
Check and empty bins									
Thoroughly clean microphone pack and head mic - store away for next day use									

Reception	Shift Start	Shift End
Tidy and clear reception desk		
Clean and wipe down all surfaces including Phones, keyboards, mouse, pens, card machine, fridge handle, filing cabinet, cupboards and any other touch points		